

MATHIS INDEPENDENT SCHOOL DISTRICT



PERSONNEL RECOMMENDATION FORM

I _____, _____, ON _____,
PRINT NAME POSITION DATE

RECOMMEND _____ FOR THE POSITION OF
CANDIDATE NAME

_____ AT _____
POSITION CAMPUS/DEPARTMENT

WITH MATHIS ISD, EFFECTIVE _____
DATE SIGNATURE OF ADMINISTRATOR

I CERTIFY THAT THE FOLLOWING REQUIRED DOCUMENTS HAVE BEEN COMPILED AND ARE ON FILE WITH MATHIS ISD PERSONNEL OFFICE:

- APPLICATION
- CRIMINAL RECORD CHECK
- RESUME
- COLLEGE TRANSCRIPTS
- LETTER OF REFERENCE (4)
- TEACHING CERTIFICATES/ENDORSEMENTS
- OTHER/SPECIFY

NOTE: IF THE APPLICANT IS SELECTED FOR EMPLOYMENT, ADDITIONAL DOCUMENTS MAY BE REQUIRED AS FOLLOWS:

- TUBERCULOSIS RESULTS
- ORIGINAL SERVICE RECORDS
- COPIES OF DEFICIENCY PLANS (LIST) _____
- OTHER ADDITIONAL CERTIFICATES

PLEASE INDICATE BY EACH REFERENCE THE MANNER BY WHICH CONTACT WAS MADE (VERBALLY, WRITTEN, PHONE). THE FOLLOWING REFERENCES WERE CONTACTED:

	NAME	DISTRICT	POSITIONS	PHONE #	DATE	RECOMMENDATION	MANNER CONTACTED
1.							
2.							
3.							
4.							

*WERE ANY AREAS OF CONCERN REGARDING THIS APPLICANT DISCLOSED DURING THE REFERENCE CHECK PROCESS?

- YES NO IF YES, PLEASE EXPLAIN (USE BACK OF FORM IF NECESSARY)

